



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING OFFICER (SPECIALIST)

\$3,841.00-\$4,670.00

ACCOUNTING SERVICES BUREAU SACRAMENTO

RESPONSIBILITIES: Under the general supervision of the Accounting Administrator I, Supervisor, this position is responsible for performing professional accounting duties of average difficulty for the Revolving Fund/Payroll Unit. These duties include, but are not limited to: processing travel expense payments via CalATERS, reviewing and releasing batches received from the CalATERS interface, processes misc. payments to vendors when immediate payment is required, acts as liaison with internal contract managers and vendors seeking payment information. The incumbent works closely with department employees providing guidance on registering and using CalATERS, SWABIZ and the TravelStore, the agency's approved travel agent.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Knowledge of Excel, Word and Microsoft Outlook.
- Possesses good communication and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current California State employees at the Accounting Officer Specialist level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, and reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Accounting Officer - Specialist, #192-4546-xxx" on the State application.** For additional information, please call (916) 492-3351 or e-mail Tina.Brown@insurance.ca.gov.

FINAL FILING DATE: December 31, 2012 – Close of Business (5:00 p.m.)

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO CalHR

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AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF
RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.
